

## Sierra Club Outings

## Trailhead Talk

This information must be presented before every Sierra Club outing. While some topics might require less detail on a short day hike, it is important that each topic is covered. The information can be presented in any order, and some topics may be presented during a pre-outing meeting. See Outings Leader Handbook or Outings Leader Training 101 for more details on these topics: <http://clubhouse.sierraclub.org/outings/training/>

### 1. Welcome and Introductions

- Gather the group together and introduce yourself/other leaders
- Set a warm, welcoming tone by asking participants to introduce themselves and where they are from
- Consider an ice-breaker "name game" for longer trips

### 2. Roles and Expectations

- Explain the leader's role and responsibility to the group
- Set or reaffirm the leader's expectations for the outing
- Ask participants for their expectations and concerns

### 3. Complete Paperwork and Sign Waivers

- Present the liability waiver, and make sure that all participants understand it (usually done at initial group meeting place)
- Have all participants read and sign a liability waiver
- Make sure that you have medical authorization forms for all unaccompanied minors

### 4. Introduce the Conservation Message

- Introduce the issue you plan to discuss, materials you plan to hand out, etc.

### 5. Route Plan and Trail Conduct

- Describe the day's route and travel plan
- Designate "point and sweep" and set rules for group travel
- Explain "Pack it in/Pack it out" and other Leave No Trace highlights that apply to your outing

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## 6. Safety Issues

- Explain what to do if one becomes separated from the group
- Describe the inherent risks involved in this activity
- Describe environmental risks the group might encounter
- Briefly describe your safety management plan
- Make sure all participants are comfortable with the risks
- Explain why hydration is important

## 7. First Aid

- Inform participants as to which leader is in charge of first aid
- Point out the location of the first aid kit
- Ask if anyone has medical issues that you should know about
- Describe proper foot and blister care

## 8. Equipment and Food

- Make sure that all participants have proper gear, food, and clothing

## 9. Are you ready to go?

- Answer any last-minute questions, then go for it!
- 

**Ending an Outing** – before everyone goes home, make sure to take care of these details:

- Double check the sign-in sheet or trip roster to ensure all participants are accounted for
- Distribute outing evaluations to all of your participants, if your entity uses them
- Invite non-members to join (have brochures with you)
- Distribute any other Club materials you have, particularly ones related to your conservation message
- Ask participants if it is okay for you and/or Sierra Club to contact them in the future. If not, make note of it on sign-in sheet!
- Make sure everyone has a way home
- Thank them for their participation, and invite them to join a Sierra Club outing again

Last Updated 4/15/10

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